The following documentation provides information on Product Registration for Paper Certification via the Georgia Tax Center.
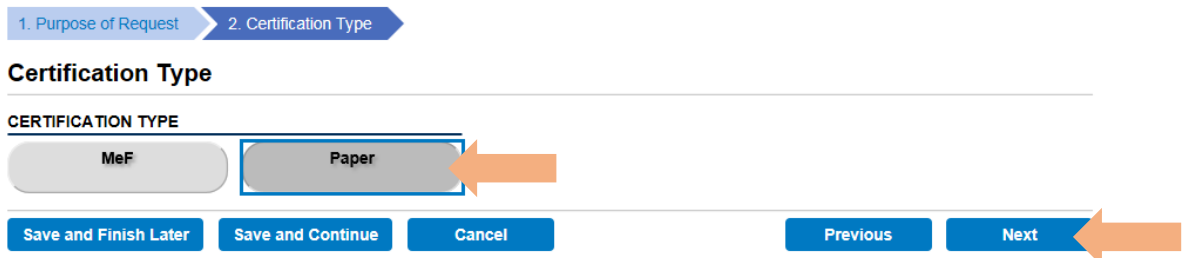
How to Register your Products

1. Log onto the GTC website (https://gtc.dor.ga.gov). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration.**
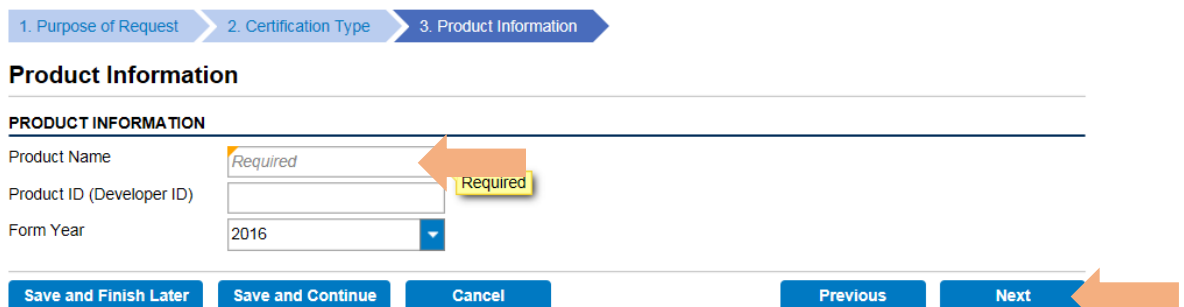
2. Select your **Certification Type - Paper**, click **Next**.

3. Input your **Product Information,** click **Next.** The **Product Name** is required to proceed.

4. Adding and Deleting Forms

To add an account type and form, click the **Account Type** dropdown menu. Choose the **Account Type** then choose the form from the **Form** dropdown menu. For non-specific forms, leave the **Account Type** blank and select your forms from the **Form** dropdown menu.

SELECT PAPER CERTIFICATION FOR

For non-account specific forms, leave ____ Account Type column blank.

Account Type	Form	Description	2D Supported	1D Supported	Voucher
			☐	☐	☐

Save | Corporate Income Tax | ntinue | Cancel | | Previous | Next

Fiduciary Income Tax
Individual Income Tax
Partnership Tax
Sales & Use Tax
Withholding Tax

You can register multiple forms and tax types via the paper certification process. If you need to remove an **Account Type**, click the red "**x**" in front of it and it will be deleted from your list. Click **Next** after you have made your selection(s).

SELECT PAPER CERTIFICATION FORMS

For ___ -account specific forms, leave the Account Type column blank.

1 - 2   **Show Errors**

	Account Type	Form	Description	2D Supported	1D Supported	Voucher
📋 ✖	Corporate Income Tax	Form 600	Corporate Tax Return	✔	☐	☐
📋 ✖	Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	☐	✔	☐
				☐	☐	☐

2 Rows

Save and Finish Later | Save and Continue | Cancel | | Previous | Next

Note: In this example, if you select Individual Income Tax 500EZ as your Account Type, your list will auto-populate with three additional required sub-forms (525-TV, IT-560, and W-2 Income S) and expected that your company will provide support for them. You will see these forms when you click the Next button. There are other forms that populates sub- forms as part of the required process.

If filing methods (2D Supported, 1D Supported, and Voucher) are pre-selected that means they are required filing methods and if they are not pre-selected that means they are not required and you have to choose which forms are supported.

SELECT PAPER CERTIFICATION FORMS

For non-account specific forms, leave the Account Type column blank.

	Account Type	Form	Description	2D Supported	1D Supported	Voucher
📋 ✖	Corporate Income Tax	Form 600	Corporate Tax Return	☐	☐	☐
📋 ✖	Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	☐	✔	✔
📋 ✖	Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	☐	✔	✔
📋 ✖	Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Wort	☐	✔	✔
				☐	☐	☐

4 Rows

Save and Finish Later | Save and Continue | Cancel | | Previous | Next

5. Select both the applicable IDs and Contacts, click **Next**.

IDs and Contacts

SELECT THE APPLICABLE IDS			Select All	Select None	Filter
Selected	ID Type	ID			
☑	Vendor Code	214			

SELECT THE APPLICABLE CONTACT(S)				Select All	Select None	Filter
Selected	Name	Email	Phone Type	Area	Phone Number	
☑	JANE DOE	JANE.DOE@EMAIL.COM	Business Phone	(404)	404-4040	

| Save and Finish Later | Save and Continue | Cancel | | Previous | Next |

6. Review the **AGREEMENT** and click **Submit**.

Review Agreement

PRODUCT INFORMATION

Product Name	77812
Product ID (Developer ID)	
Form Year	2016

SELECT PAPER CERTIFICATION FORMS

For non-account specific forms, leave the Account Type column blank.

Account Type	Form	Description	2D Supported	1D Supported	Voucher
Corporate Income Tax	Form 600	Corporate Tax Return	☑	☐	☐
Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	☐	☑	☐
Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	☐	☑	☑
Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	☐	☑	☑
Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Wort	☐	☑	☑

5 Rows

REVIEW THE SELECTED IDS			Filter
Selected	ID Type	ID	
☑	Vendor Code	214	

REVIEW THE CHOSEN CONTACTS

Selected	Name	Email	Phone Type	Area	Phone Number
☑	JANE DOE	JANE.DOE@EMAIL.COM	Business Phone	(404)	404-4040

| Save and Finish Later | Save and Continue | Cancel | | Previous | Submit |

7. Enter your password and click **Yes**.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?
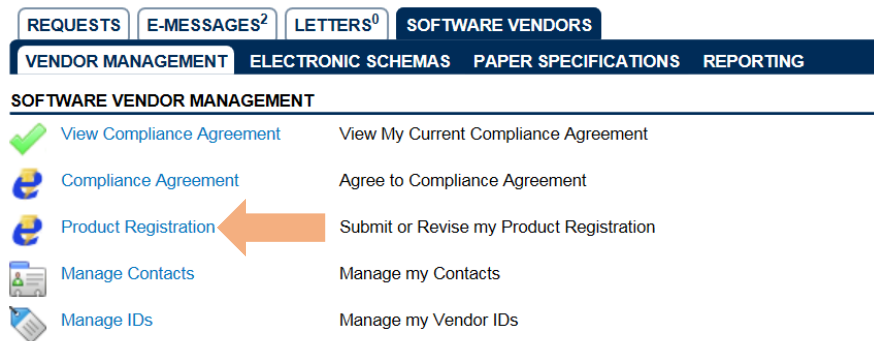
Password		Required

Yes

Your confirmation page for the product registration will appear. Print the page or note the confirmation number then click **Ok**.

- Note: Your account should update within 15 minutes.

Amending Your Submission

1. If you need to make a change to your product registration. Log onto the GTC website (https://gtc.dor.ga.gov). Click on the **SOFTWARE VENDORS** tab. The Compliance Agreement must be completed before you can start the Product Registration process. You are now ready to register your products. Click **Product Registration.**
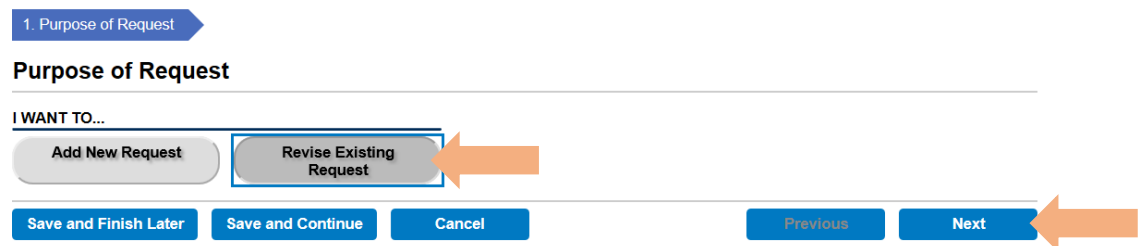

2. Click **Revise Existing Request** to access your current product registration and click **Next**.

3. Select the box next to the **Product Name** you would like to edit and click **Next**. You can only make changes to one product at a time.

4. After you have made the desired changes to the Product Information page, click **Next**.

Product Information

PRODUCT INFORMATION

Product Name	77655
Product ID (Developer ID)	
Form Year	2016

Save and Finish Later	Save and Continue	Cancel		Previous	Next

5. Edit the **SELECT PAPER CERTIFICATION FORMS** list with your choices and click **Next**. If you delete any existing forms, it means that you do not support those forms and those forms will not be certified.

Paper Forms

SELECT PAPER CERTIFICATION FORMS

For non-account specific forms, leave the Account Type column blank.

		Account Type	Form	Description	2D Supported	1D Supported	Voucher
	✗	Corporate Income Tax	Form 600	Corporate Tax Return	☑	☐	☐
	✗	Withholding Tax	Form GA-V	Withholding Tax Payment Voucher	☐	☑	☐
	✗	Corporate Income Tax	Form PV-Corp	Corporate Payment Voucher	☐	☑	☑
	✗	Corporate Income Tax	Form 602 ES	Corporate Estimate Payment	☐	☑	☑
	✗	Corporate Income Tax	Form IT-560C	Payment of Income Tax and/or Net Wort	☐	☑	☑
					☐	☐	☐

5 Rows

Save and Finish Later	Save and Continue	Cancel		Previous	Next

6. Continue with your submission by following steps 5 through 7 in the above section *How to Register your Products*.